

## UTILITIES OPERATIONS MAINTENANCE SUPERINTENDENT

### **SUMMARY:**

Under general direction, plans, supervises, coordinates and controls the City's centralized maintenance, construction and repair efforts dedicated to infrastructure (e.g., streets, sanitation, stormwater, and traffic systems) and water/wastewater systems and operations; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(which are **not** in any hierarchical order)*

1. Interviews, trains, motivate, assigns and evaluates work, and disciplines employees according to established City procedures. Conducts performance appraisals.
2. Supports and actively promotes the City's safety programs.
3. Oversees and directs daily activities of a Division, which may include the provision of specialized electrical services and street lighting, cleaning, maintaining and repair of streets and right-of-ways, repair and maintenance of water distribution, sanitary collection or stormwater systems, lift stations, and centralized maintenance.
4. Develops, recommends and implements the budgets for the Division.
5. Plans, schedules, selects or approves, and requisitions necessary equipment and related supplies.
6. Receives, investigates, and responds to citizen questions and complaints.
7. Inspects completed work to ensure proper work performance.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of applicable federal, state and local laws, ordinances, statutes, regulations, rules, policies and procedures.
- Knowledge of the principles, practices and procedures of public utilities and/or infrastructure repair and maintenance.
- Knowledge of occupational hazards and safety precautions.
- Knowledge of supervisory methods and techniques.
- Knowledge of personnel principles and practices.
- Knowledge of budget preparation, monitoring and administration.
- Skill in supervising, evaluating, training and motivating employees.
- Skill in scheduling and prioritizing manpower and projects.
- Skill in resolving day-to-day questions and problems regarding equipment, materials, methods, and procedures needed to complete projects.
- Skill in oral communication in one-on-one and group situations.
- Skill in file and records management.
- Ability to establish and maintain effective working relationships with City staff and the public.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves supervising or performing moderate to heavy work in all types of weather. There is occasional need to stand, stoop, walk, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

**MINIMUM QUALIFICATIONS:** Bachelor's degree from an accredited college or university with a major in Mechanical or Electrical Engineering, Business or Public Administration or related field, and five (5) years experience in Public Utilities, Public Works, or private construction, including two (2) years supervisory experience, or any equivalent combination of training and experience. A valid Florida driver's license is required.